

Emergency Plan Training

Fire Prevention, Emergency Action & Homeland Security Plan

SE0003-98B Part II – Team/Facility Specific

- In Part I, employees learn general information on building evacuation and emergency actions for severe weather, natural disasters, workplace violence, bomb threats, and terrorist activities. (Part I is normally provided by BCB Safety at New Employee Safety Training on the first day of hire.)
- In Part II, employees are briefed by their Team Leader or designee on emergency situations unique to their location and job duties. Pre-planning and foreknowledge are necessary to making fast decisions and taking quick actions in response to unexpected yet possible events. The new employee should receive this information on their first day of hire and every 3 years thereafter or whenever there is a significant change in procedures.

TRAINING OUTLINE: For each work site in which the employee has responsibilities, the employee is to know:

1. Facility's Name and Street Address
2. How to alert the Emergency Management Services (911) for Fire, Police and/or Ambulance. Employees are authorized to use work cell phone or facility's land lines to report emergencies to 911 (dial 9 first, if required, for outside line)
3. For Fire (building evacuation):
 - a. How to alert the building occupants to evacuate, i.e., the type of emergency alarm mass notification that is available:
 - i. Manual fire alarm pulls at exits (will activate automatic strobe/horn units)
 - ii. Public address system (manual and/or automatic)
 - iii. Employees (Floor Wardens) using word of mouth, air horns or whistles, or
 - b. Whether the building requires total evacuation or, if in a high rise building, if it is zoned and protected to allow a partial evacuation before a total evacuation
 - c. Where all of the emergency exits are located and, if more than one floor, where all of the emergency stairways are located (know primary and alternate egress options)
 - d. If required by job function to fight insipient fires, where the different types of portable fire extinguishers are located and the class of extinguisher to be used to combat a specific material fire
 - e. If trained in First Aid, CPR and Automatic External Defibrillators (AED), where first aid kits and AED units are located
 - f. Location of the Assembly Area and to whom to report their presence and any known problems, and not to leave until directed

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4. For Severe Weather:
 - a. Where the building's severe weather safe areas are located
 - b. What is the mass alerting method (and how the signal is different than fire/evacuation or other emergency mass notification signals)
5. For other emergencies such as bomb threat or intruder:
 - a. How to contact the Building's Emergency Coordinator for appropriate response instruction and mass notification
 - b. How the alerting method is different than other emergency signals, i.e. by telephone notification "tree" and/or e-mail
6. Duties as required by job assignment to assist in evacuation, i.e., Emergency Coordinator, Accountability Monitor, Floor Warden, Disabled Persons Monitor, etc.
7. For CRITICAL PERSONNEL ONLY: Duties as required for critical job functions (such as building maintenance who responds to a fire alarm and stops/starts building utilities)
8. Location of or how to obtain Material Safety Data Sheet information for hazardous chemical products used in the workplace
9. Other instructions for emergency response, as required
10. How to report building maintenance items for repair (i.e., for BCB-owned and operated buildings, contact General Services Division, Facilities Management Work Order Center, 737-3308)